

LAKE COUNTRY ACADEMY FOUNDATION INC
BOARD OF DIRECTOR MANUAL

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SECTION 1 Board Policy Manual

BOARD PURPOSE:

The Board exists as the corporate power and management of the affairs of the “Corporation” except as otherwise provided in Chapter 181 of the Wisconsin Statutes, Article of Incorporation and/or Bylaws which is broken into three main focuses

- Academic Oversight
- Finance Oversight
- Operational Oversight

MISSION STATEMENT

To function as a Governance Board overseeing Lake Country Academy and its administration to ensure the corporate mission to be a recognized leader in education through Direct Instruction and Core Knowledge emphasizing Core Values.

SECTION 2 Board Policy Manual

Board Voting Members

| Name | Office | Committee | Year First Elected |
|--------------------|----------------|-------------------------------|--------------------|
| Katie Checolinski | President | Ex-Officio | 2021 |
| Katie Jansen | Vice President | Executive, Development Chair | 2021 |
| Derrick Rupp | Secretary | Governance Chair, Development | 2022 |
| Stephanie Obrochta | Treasurer | Executive, Finance Chair | 2018 |
| Peggy Ayers | | Finance | 2020 |
| Scott Versey | | Finance | 2022 |
| Sharon Zabrowski | | | 2022 |
| Jason Kaufmann | | Student Performance Chair | 2022 |
| Scott Gruenk | | Finance | 2018 |
| | | | |
| | | | |

Non-Voting

| Name | Position |
|------------------|-------------------------|
| Katie Beine | Administrator |
| Bryan Bestul | Assistant Administrator |
| Jeanine Claypool | Student Affairs |

Job Descriptions of Officers

See Article V of Corporation Bylaws

Board Make Up, Election Process and Terms for Members of the Board of Directors

See Article IV of the Bylaws

AUTHORITY

Individual members of the Board do not possess the powers that reside in the Board. The Board speaks through its minutes and not through any individual members. An act of the Board shall not be valid unless approved at an official meeting by at least a majority vote of the members present or as otherwise may be required by the bylaws or by law.

No member of the Board shall be denied documents or information to which it is legally entitled, and which are required in the performance of duties as a Board member.

SECTION 3 Board Policy Manual

Board Committees (Brief Descriptions) See Individual Charters

- **Executive Committee:** This committee is empowered to act on behalf of the board on urgent issues in between board meetings.
- **Governance:** This committee is tasked with ensuring that the board of directors is functioning appropriately and efficiently.
- **Finance:** This committee oversees the budget and asset management. The board Treasurer is the chair on this board.
- **Development:** The role of this committee is to oversee the corporation's overall development plan and fundraising to include: organizing, monitoring, and evaluating efforts by the Board to develop philanthropic revenue that ensures the school's financial ability to carry out its mission.
- **Student Performance:** In cooperation with the school Administrator. This committee sets goals for academic achievement, monitors student performance against academic goals and raises issues for board discussion.

Committee involvement is voluntary. However, the board president can assign board members to fill vacant positions as deemed necessary.

All Committees are established by the Bylaws or Board Manual and have no power or authority to act on behalf of the full board. All committees must keep minutes of their meetings which must be submitted to the Board at the next meeting

SECTION 4 Board Policy Manual

Budget

Planning:

The Board directs the school Administrator to:

1. include cost estimates in all ongoing financial requirements
2. prepare a long-range year-by-year plan for the maintenance and replacement of facilities and equipment
3. maintain a plan of anticipated local, State, and Federal revenues
4. report to the Board any serious financial implications that emerge from ongoing fiscal planning.

In addition, the Board directs the Administrator to maintain a forecast of estimated expenditures and revenues.

Budget Presentation and approval

The Board directs the Administrator to present the budget to the Board along with all available information in sufficient time to allow for proper analysis and discussion prior to the approval.

When presented to the Board for review and/or adoption, the information shall include, as appropriate:

1. the proposed expenditure and revenue in each financial category for the ensuing year
2. the actual expenditure, the approved budget, and the revenue in each financial category for the previous year
3. the estimated expenditures and revenue in each financial category for the next fiscal year
4. the number and category of staff members for the current and the ensuing year
5. an estimate of the student enrollment by grades for the ensuing year.

The board must approve the new budget prior to June 30 of each year.

Budget Implementation

The Board places the responsibility of administering the budget, once adopted, with the Administrator. S/He may consult with the Board when major purchases are considered and shall keep the Board informed as to problems or concerns as the budget is being implemented.

The Administrator is authorized to proceed with making financial commitments, purchases, and other expenditures within limits provided in the budget, limitations stated in Board policies, and within legal authority expressed in State statutes.

Listings of expenditures, appropriate financial reports, and budget comparison reports shall be submitted monthly to the Board to keep members informed as to the status of the budget and overall financial condition of the school.

SECTION 4 Board Policy Manual

Budget Implementation-continued

If, during the fiscal year, it appears to the Administrator that actual revenues are less than estimated, including the available equity upon which the appropriations from the fund were based, the Administrator shall present to the Board recommended amendments to the appropriations resolution that will prevent expenditures from exceeding revenues. S/He shall ensure that such recommendations shall be in accordance with requirements of the law and provisions of negotiated agreements. Appropriation amendments must be approved by a two-thirds vote of the full Board.

SECTION 5 Board Policy Manual

Handbooks

Student/Parent- To be created and proposed by the Administrator and approved annually by the board. Presentation of Manual must be made by May meeting of each school year. Any amendments and approval must be given before August 1 of each year at which time it is submitted to SASD Department of Educational Development.

Employee – To be created and proposed by the Administrator and approved annually by the board. Presentation of Manual must be made by May meeting of each school year. Any amendments and approval must be given before August 1 of each year at which time it is submitted to SASD Department of Educational Development.

SECTION 6 Board Policy Manual

MEETINGS - Note below and See Bylaws Section IV 4.08

Regular Meetings

The Board shall meet on the fourth Monday of each month at 5:15 P.M. in the school cafeteria, or such other place as may be designated by the Board with due notice.

The regular meeting of the Board may be changed by a vote of the Board at one (1) previous regular Board meeting. Meetings may be adjourned to a specific date, at the direction of the Board President, for the consideration of unfinished business.

Special Meetings

Special meetings of the Board may be called by the President or by the written request of any member of the Board provided there is compliance with the following notice provision and State law.

Said notice shall state the date, time, place, and subject matter of such special meeting, as well as the name and address of the district. A notice of any special meeting shall be posted at least twenty-four (24) hours before said special meeting at the Board office and such other places as the Board may determine. A copy of said notice shall be served upon each member of the Board by personal delivery to the member or his/her residence or by first-class mail, at least twenty-four (24) hours prior to the meeting. A special meeting may be held without prior notice if all Board members are present and consent or if each member consents in writing even if s/he does not attend.

Committee Meetings

Committees of Board members shall, when specifically charged to do so by the Board, conduct studies, make recommendations to the Board and act in an advisory capacity, but shall not take action on behalf of the Board.

Note

All committees shall comply with the Open Meetings Law by providing notices of each meeting, posting the time and date, place, subject matter of the proposed meeting, and any matter intended for the consideration at the meeting pursuant to 19.84, Wis. Stats. In addition, committee meetings may provide for a period of public participation and recording appropriate minutes of the meeting.

Recording of Above Meeting Minutes

All minutes from any regular meeting must be submitted, typed and made available within 7 days of the corresponding meeting. Special & Committee meeting minutes must be typed and submitted to the board before the next scheduled meeting.

SECTION 6 Board Policy Manual

Closed Meetings

The Board may meet in a closed session, one closed to the public, for specified purposes.

Each closed session requires a majority roll-call vote of the Board and may be held to:

- A. deliberate a case which was the subject of any hearing before the Board; (19.85(1)(a))
- B. consider dismissal, demotion, licensing, or discipline of any Board employee or person licensed by the Board, or the investigation of charges against such person, and the taking of formal action on any such matter, provided that the person is given actual notice of any evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand that the evidentiary hearing or meeting be held in open session. (19.85(1)(b))
- C. consider the employment, promotion, compensation, or performance-evaluation data of any employee; (19.85(1)(c))
- D. considering strategy for crime detection or prevention; (19.85(1)(d))
- E. deliberate or negotiate the purchase of public properties, the investment of District funds, or the conduct of other Board business whenever competitive or bargaining reasons require a closed session; (19.85(1)(e))
- F. consider financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; (19.85(1)(f))
- G. confer with the Board's legal counsel who is rendering oral or written advice concerning strategy to be adopted by the Board with respect to litigation in which it is or is likely to become involved; (19.85(1)(g))
- H. consider requests for confidential, written advice from the ethics board under 19.46(2), Wis. Stats., or from any county or municipal ethics board under 19.59(5), Wis. Stats.; (19.85(1)(h))

SECTION 6 Board Policy Manual

Closed Meetings - Continued

The presiding officer shall announce the nature of the closed session and the specific section of the law that allows for the closed session.

No other business other than that stated in the public notice may be conducted at a closed session. The Board may not reconvene its regular or special meeting after a closed session, within twelve (12) hours, unless public notice of the reconvened meeting was part of the public notice of its regular or special meeting.

In keeping with the confidential nature of closed sessions, no member of the Board shall disclose to anyone the content of discussions that take place during such sessions

Recording of Closed Sessions

Other than expulsion hearings, closed sessions of the Board will not be recorded, filmed, or photographed without prior approval of the Board. Any such recording, film, or photograph must be maintained in accordance with Policy 8310 - Public Records and Policy 8330 - Student Records.

Section 7 Board Policy Manual

PARENTAL INVOLVEVMENT - From the School Charter ---The board ensures that parental involvement exists in the day-to-day operations of the school and parental education and empowerment are integral components. The board will organize and instruct parents to take an active role in the school to create a supportive parent network.

- Board shall have at least one parent invite per year at the September board meeting. This will be managed by the Governance Committee Chair.

Section 8 Board Policy Manual

Orientation

The Board believes that the preparation of each Board member for the performance of Board duties is essential to the effective functioning of the Board. The Board shall encourage each new Board member to understand the functions of the Board, acquire knowledge of matters related to the operation of Lake Country Academy Inc and learn Board procedures. Accordingly, the Board shall give to each new Board member no later than his/her first regular meeting as a Board member for his/her use and possession during the term on the Board the following items:

- access to the Board policy manual
- the current budget statement and related fiscal materials
- list of Board Members to include a contact information and biographies
- and other materials deemed appropriate by the Board

Each new Board member shall be invited to meet with the Board President and the Administrator to discuss Board functions, policies, and procedures.